



# CALIFORNIA HORSE RACING BOARD

## EXAMINATION BULLETIN FOR STEWARD (RUNNING AND/OR HARNESS)

Visit our Website at [www.chrb.ca.gov](http://www.chrb.ca.gov)

CALIFORNIA STATE GOVERNMENT \* AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

RELEASE DATE: AUGUST 31, 2006

FINAL FILE DATE: SEPTEMBER 28, 2006

Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications are available at all CHRB locations, on the State Personnel Board Website at [www.spb.ca.gov](http://www.spb.ca.gov), and any EDD office nearest you or call the CHRB personnel office and have one mailed to you.

Applications are to be mailed to the **California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825, Attention: Wendy Matsuda**. If you have any questions regarding the examination, call (916) 263-6049.

TITLE: **STEWARD (RUNNING) AND/OR STEWARD (HARNESS)**

SALARY: By contractual agreement \$197.00 - \$598.00 per day/night. Stewards are considered independent contractors, therefore State civil service benefits are not provided to contractors.

### EXAMINATION DATES:

It is anticipated that the written examination and qualification appraisal interviews will be conducted during October/November 2006.

### ELIGIBLE LIST INFORMATION:

Qualified candidates placed on the eligible list retain continuous eligibility for employment unless removed by voluntary election or for good cause as determined by the Board.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

All applicants must meet the education and experience requirements for this examination by September 28, 2006, the final file date.

The Board will admit to the examination every applicant who meets **ALL** of the following conditions:

- 1) Has not been convicted of a crime involving moral turpitude or of a felony.
- 2) Has been given a physical examination and has at least 20-20 vision or vision corrected to 20-20 and normal hearing ability (required if selected for appointment).
- 3) Possess at least one of the following qualifications:
  - a) Has at least five years of experience in the pari-mutuel horse racing industry as a licensed trainer, jockey, or driver.
  - b) Has at least 10 years of experience in the California pari-mutuel horse racing industry as a licensed owner whose experience, knowledge, ability, and integrity relative to the industry are known to the Board.
  - c) Has at least three years of experience as a licensed racing official, racing secretary, assistant racing secretary, or director of racing.
  - d) Has experience in the horse racing industry of a character and for a length of time sufficient, as determined by the Board, to qualify the person as having experience substantially equivalent to the experience described in subparagraph a), b), or c).

### DESCRIPTION OF DUTIES:

The Steward (Running and Harness) is the supervising racing official at a licensed race meeting and makes independent decisions on matters relating to the conduct of that race meeting; assures that the rules of racing are properly observed by all participants; has

authority over all licensees and persons attendant upon horses; is empowered to summarily suspend the license of a racing participant and may also bar any unlicensed person who commits a racing offense from racing participation; controls entries and declarations to or from any race; may disqualify ineligible horses; may change the order of finish of a race through disqualification of an offending horse or Jockey or Driver; confirms the official order of finish for pari-mutuel wagering; is charged with the duty to close the pari-mutuel wagering in each race; hears matters involving misconduct of licensees and imposes discipline; reviews with Jockeys or Drivers the races of the previous day or night; interviews certain license applicants and makes recommendation to the Board; approves the transfer of race horses; approves the changes to Trainers, Jockeys, or Drivers, or equipment; supervises the drawing of post positions for entered horses; maintains official minutes of the conduct of each race meeting; supervises all phases of racing operations at the race meeting; and supervises the conduct of the horse racing meeting in every particular.

#### **SPECIAL PERSONAL CHARACTERISTICS:**

Willingness to work irregular hours and overtime in various locations throughout the State; tact, keenness of observation; good memory for horse racing events, names, faces and incidents; ability to qualify for a fiduciary bond; reputation for truth, honesty and integrity; and willingness to participate in training programs.

#### **DESIRABLE CHARACTERISTICS:**

Experience as a Steward in any recognized racing jurisdiction; completion of specialized courses in racing management, racing law, administrative law, political science, administrative agency practices or other courses related to the racing industry; bilingual fluencies in foreign Languages.

#### **EXAMINATION INFORMATION:**

This examination will consist of a pass/fail written examination and a qualification appraisal interview. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained on both the written examination and the qualifying appraisal interview. This list establishes ONLY the eligible applicants for license as a California Steward (Running and/or Harness). There is no order of ranking. Candidates are selected by the Board from the eligible list for appointment as a Steward and offered a personal services contract for selected periods at various locations, statewide.

#### **SCOPE OF THE EXAMINATION:**

##### **A. Demonstrated Knowledge of:**

1. Rules and Regulations of the California Horse Racing Board and the California Horse Racing Laws.
2. Rules of the Jockey Club, the United States Trotting Association, and the Model Rules of the Association of Racing Commissioners, International.
3. Practice and procedures of the horse racing industry relating to eligibility of race horses, conditions of races, entries, pre-race examinations of horses, horse identification, running of the race, and post race analysis of the conduct of the race.
4. Principles of parimutuel wagering systems; and transmission and reception of data communications and audiovisual signals.
5. Principles and techniques of supervision.
6. Principles of the administrative hearing process.
7. Familiarity with drug abuse enforcement practices, identification of misused drugs, and drug rehabilitation programs.
8. Horse racing history and California horse breeding programs.

##### **B. Demonstrated Ability to:**

1. Analyze horse racing and wagering situations accurately and apply to specific cases the provisions of the laws, rules, or regulations.
2. Formulate judgments in a consistent and impartial manner.
3. Supervise and direct others in the performance of required racing officiating duties.
4. Conduct hearings and interviews effectively.
5. Write and speak effectively.
6. Establish and maintain cooperative relations with representatives of racing organizations and associations.

DD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE)

California Horse Racing Board, 1010 Hurley Way, Suite 300, Sacramento, CA 95825; (916) 263-6049

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